



COAT OF ARMS
3/8" From Top
5/8" Tall
Centered

STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

JENNIFER M. GRANHOLM
GOVERNOR

GREGORY ROSINE
DIRECTOR

↑
GOVERNOR'S NAME
3/8" From Left Edge
1 5/16" From Top of Page
Helvetica 8/8
115% Extended
All Upper Case

TITLE
Helvetica 8/8
115% Extended
Lower Case Small Caps
Centered

↑
STATE OF MICHIGAN
Times New Roman 10/18,
Upper and Lower Case Small Caps
1 1/8" From Top
115% Extended and Centered

DEPARTMENT
Helvetica 10/15, 115% Extended
All Upper Case

LANSING
Times New Roman 10/12
Upper and Lower Case Small Caps
115% Extended and Centered

↑
PRINCIPAL
DEPARTMENT
DIRECTOR'S NAME
Centered Under Logo
3/8" From Right Edge
1 5/16" From Top of Page
Helvetica 8/8
115% Extended
All Upper Case

TITLE
Helvetica 8/8
115% Extended
Lower Case Small Caps
Centered

APPROVED FORMAT #1

UPPER SECTION

- Letterhead size is 8 1/2" x 11".
- Letterhead margins are 3/8".
- Coat of Arms is 5/8" tall, 3/8" from the top and centered on the page.
- The Governor's name is in Helvetica, 8 point upper case type, 8 point leading, 115% extended letters. The Governor's name is 1 5/16" from the top of the page, and is 3/8" from the left of the page.
- The word "Governor" is in Helvetica, 8 point lower case small caps type, 8 point leading, 115% extended letters, and is centered under the Governor's name.
- "State of Michigan" is in Times New Roman, 10 point upper and lower case small caps type, 18 point leading, 115% extended letters. It is 1 1/8" from the top of the page and is centered on the page.
- The Department is in Helvetica, 10 point type, 15 point leading, 115% extended letters, upper case letters and is centered on the page.
- The word "Lansing" (or Regional Office) is in Times New Roman, 10 point small caps type, 12 point leading, 115% extended letters, and is centered on the page.
- The Director's name is in Helvetica, 8 point upper case type, 8 point leading, 115% extended letters. It is 1 5/16" from the top of the page and is centered 3/8" from the right of the page.
- The word "Director" is in Helvetica, 8 point lower case small caps type, 8 point leading, 115% extended letters, and is centered under the Director's name.

LOWER SECTION

- The address and telephone numbers are in Helvetica, 7 point upper case type, 10 point leading, 115% extended letters, and are centered on the page. The web address (www.michigan.gov) will be displayed in all lower case letters. The last line of the lower section will be 3/8" from the bottom of the page.

PHYSICAL ADDRESS, PO BOX, CITY, STATE, ZIP CODE
michigan.gov WEB ADDRESS AND MAIN OFFICE PHONE NUMBER
3/8" From Bottom Of Page
Helvetica 7/10, 115% Extended, Upper Case Type,
and Centered On Page
The Web Address Is In All Lower Case Letters